



PEA Parent Involvement Survey Instructions

All public education agencies (PEAs) are required to administer the survey every year. Every parent of a student who receives special education and related services must be given a parent instruction letter including the school district or charter holder **entity code--not the CTDS number**. The last day to complete the survey is May 31, 2016.

Request complete instructions and sample parent letters, or assistance to complete the survey, at parentsurvey@azed.gov or call (928) 637-1871.

The online survey can be taken on a computer or portable device. On the survey website, <https://www.surveymonkey.com/s/involvedparents>, parents select the language they want to use and enter the entity code (not the CTDS number). The survey collects demographic information about the child and lists the questions for which the parent chooses a level of agreement or the not applicable option.

Likert Scale Questions:

1. I work together with the IEP team as an equal partner to develop my child's IEP.
2. I feel comfortable telling my ideas about how well special education services meet my child's needs.
3. The teacher(s) keep(s) in touch with me regularly about my child's progress.
4. My relationship with the school staff has a positive effect on my child's education.
5. Administrators are available to discuss my questions or concerns.
6. My child's school helps me play an active role in my child's education.
7. The school explains what choices I have if we disagree.
8. Overall, I am satisfied with how my child's school makes it easy for me to be involved.

Open-ended Question:

9. How does your child's school encourage you to be involved?

Tips to boost participation:

- ✓ Implement strategies that are successful in your school to engage families.
- ✓ Offer use of a school computer and have interpreters or support staff available when families are on campus for parent/teacher meetings and school events.
- ✓ Give the toll-free number to parents who don't have or don't want to use a computer. Assistance is offered at 1-844-381-4324, Monday through Friday, from 8 a.m. to 5 p.m. Spanish translation is available.
- ✓ Personally contact parents and also present survey information at parent group meetings.
- ✓ Use e-mail and social media to launch the survey and to send reminders (e.g., Facebook, Twitter, message apps).
- ✓ Post a description of the survey and the Survey Monkey link on district and school websites with instructions on how parents can obtain the PEA entity number (preferably contact school staff or ParentSurvey@azed.gov and 1-844-381-4324).